

NAVRESREDCOMREGTHIRTEENINST 1320.2
Code N01A
10 Aug 99

NAVRESREDCOMREGTHIRTEEN INSTRUCTION 1320.2

Subj: PROCEDURES FOR TEMPORARY ADDITIONAL DUTY (TAD) ORDERS FOR
FULL-TIME SUPPORT (FTS) AND DOD CIVILIAN PERSONNEL

Ref: (a) COMNAVRESFORINST 1500.9

Encl: (1) Sample NAVRESREDCOMREGTHIRTEEN 1320/3 (Rev. 5-94)
(2) TAD Procedures reference sheet

1. Purpose. To establish policy and procedures for requesting Temporary Additional Duty (TAD) for Full Time Support (FTS) and DOD personnel assigned to the staff of Naval Reserve Readiness Command Region Thirteen (REDCOM 13). This instruction has been completely revised and should be read in its entirety.

2. Cancellation. NAVRESREDCOMREGTHIRTEENINST 1320.1H.

3. Discussion. To comply with the provisions of reference (a) and to better manage travel funds, the following procedures are hereby established for requesting and generating TAD cost orders.

4. Action

a. Official Government Travelers will:

(1) Request travel orders using NAVRESREDCOMREG 13 Form 1320/3 (enclosure (1)). Completely fill in all applicable blocks.

(2) Submit all individual/group requests for orders to Code N01A3. Group requests for orders should be submitted together for conferences/seminars. All requests should contain the following:

(a) Identify rental car requirements and what size, messing and berthing are available and if there is a conference fee, put down the fee amount.

NAVRESREDCOMREGTHIRTEENINST 1320.2
10 Aug 99

(b) Request an advanced travel payment by checking the block on the TAD request. TAD orders must be turned into PSD Great Lakes five working days before the departure date to

receive an advance payment.

(c) If there is a flight or hotel preference note that on the TAD request form.

b. Staff TAD Coordinator (Code N01A3) will:

(1) Verify requests submitted to Code N01 for approval and obtain funding from Code N08.

(2) Ensure requests for orders are quality checked for estimated days, mode of travel, messing and berthing.

(3) Make the reservations (berthing, car, and flight).

(4) Type up the orders.

(5) Fax orders to NAVPTO (847-688-4590) with cover sheet.

(6) Receive Fax Confirmation from NAVPTO the same day or next (if the confirmation is not received call NAVPTO).

(7) Take original orders over to NAVPTO for stamping (NLT 3 days before travel).

(8) Pick up E-tickets (or paper tickets) NLT 3 days before travel.

(9) Give orders and tickets to member and have the member check orders and tickets for accuracy.

5. Form Preparation. Ensure that the form is filled out completely and properly. On many occasions the processing of TAD orders is delayed due to poorly completed request forms. In addition to incomplete requests, most problems occur in the following areas:

2

NAVRESREDCOMREGTHIRTEENINST 1320.2

10 Aug 99

a. Proceed date. The requester must fill in this block. If more than one date is an option, use the remarks block for this additional information, but use the proceed date block for the primary choice.

b. Estimated days. The estimated number of days includes travel days. Too often members forget to add the necessary travel day at the start of TAD when travel the day prior to the event is required.

c. Method of travel. Choose the option that best suits the requirements of the TAD. Use of government vehicle or Government Transportation Request should be the first choice. Travel by privately owned vehicle (POV) is available, only as a last resort, for those TAD assignments when government transportation or commercial air is not practical. However, travel by POV is reimbursable only up to the cost of a government transportation request.

d. Purpose of travel. The purpose for the travel needs to be very specific, as there are numerous job orders from which the REDCOM Comptroller obtains the necessary funds. Stating clearly the purpose for the TAD allows for better accounting of TAD funds.

e. Signatures. Both the signature of the member and the member's department head are required on the request. Requests received without both signatures will be returned.

6. REDCOM 13 Signature. All staff TAD requests whether approved or disapproved will be signed by the Chief of Staff or Deputy Commander.

7. TAD Follow-up. At the completion of the TAD and within five working days the traveler will forward the original orders, a Travel Voucher, DD 1351-2, and receipts along with two copies to Code N01A2 to verify and forward to PSD for liquidation, with a copy to REDCOM 13 (Code N8). Upon liquidation of the TAD orders by PSD, a copy of the Travel Voucher Summary will be provided to REDCOM 13 (Code N8) within 10 working days to balance REDCOM 13's TAD records.

3

NAVRESREDCOMREGTHIRTEENINST 1320.2
10 Aug 99

8. Forms. NAVRESREDCOMREGTHIRTEEN 1320/3 may be obtained from REDCOM 13 (Code N01A2).

/s/
R. H. PORTER
Chief of Staff

Distribution:
NAVRESREDCOMREGTHIRTEENINST 5605.1T
Lists A (Department Directors/Special Assistants) and
D (RESCENS)

Stocked: NAVRESREDCOMREGTHIRTEEN, Great Lakes

TAD PROCEDURES

MEMBER RESPONSIBILITIES

1. Fill out TAD request.
2. Note if rental car is needed and what size, if messing and berthing are available and if there is a conference fee put down the amount.
3. Ensure that you fill in if an advance is required and the flight times/hotel that you would prefer.
4. Turn into TAD processor. They will make all reservations for you.

TAD COORDINATOR RESPONSIBILITIES

1. Verify that the form has been filled out correctly.
2. Turn in TAD request to Chief of Staff for approval.
3. Make reservations (berthing, car, and flight).
4. Type up the orders.
5. Fax orders to NAVPTO with cover sheet.
6. Receive Fax Confirmation from NAVPTO same day or next (if the confirmation is not received call NAVPTO).
7. Take original orders over to NAVPTO for stamping (NLT three days prior to travel).
8. Pick up E-tickets (or paper tickets) NLT three days prior to travel.

9. Give Orders and ticket to member and have the member check orders and tickets for accuracy.

IMPORTANT NOTES

1. If tickets are required, orders will not be issued to member until tickets are received.
2. If you do not have tickets or orders two working days prior to departure, contact the TAD processor.
3. An itinerary does not mean that you have a ticket waiting for you at the airport.
4. The signed Itinerary/Invoice No. printout from NAVPTO is the only thing that guarantees that you have a ticket and it also needs to be submitted with your travel claim.
5. You must turn in all of your originals and two copies with your travel claim.
6. The traveler must retain a personal copy of all orders, travel claims, and receipts for a period of six years and three months.
7. The traveler must file a travel claim within five days of completion of travel (original plus two copies).

Encl (2)

NAVRESREDCOMREGTHIRTEEN 1320.2 10 Aug 99

TEMPORARY ADDITIONAL DUTY ORDERS REQUEST				____ COST ____ NO COST	
FROM(Traveler)		RANK/RATE		POSITION/TITLE	
ACTIVITY TO WHICH ATTACHED		SSN/DESIGN		TO DUTY STATION(S) (CMD)	
PROCEED DATE	EST DAYS (INCLUDE TRAVEL TIME)	PRD/EAOS: /		RETURN DATE:	
MODE OF TRAVEL ____ GOV'T VEHICLE ____ COMM TRANSPORTATION (GTR) ____ GOV'T AIR ____ POV EXPENSES SUBJECT TO ____ OTHER (EXPLAIN) REIMBURSEMENT (JUSTIFY)				ADV PER DIEM REQUESTED YES ____ NO ____	
RENTAL CAR REQUESTED ____ *YES ____ NO *MUST BE JUSTIFIED IF	GOV'T MESSING ____ AVAIL ____ *NOT AVAIL	GOV'T BERTHING ____ AVAIL ____ *NOT AVAIL	CONF FEE (ATTACH) DOCUMENTATION) AMOUNT \$ _____		
PURPOSE OF TRAVEL:				TTT: ____ YES ____ NO FREQUENT TRAVELER YES ____ NO ____ FOR GTR: DEPART: NET: _____ NLT: _____ RETURN: NET: _____ NLT: _____	
SIGNATURE (TRAVELER)				DATE:	
TRAVEL APPROVED - PART I					
SIGNATURE (DEPT HEAD/EXECUTIVE OFFICER)					DATE:
COST AND ACCOUNTING DATE - PART II					

ESTIMATED COST OF TRAVEL

ACCOUNTING DATA

TR'S	\$	APP: AA17____1806.72____ AND/OR AB	OBJECT CLASS: 000
MILEAGE	\$	BU CONTROL NO.: 68330	
PER DIEM	\$	AUTHORIZING ACCT: 068566	TYPE: 2D
MISC	\$	PAA:	COST CODE:
TOTAL	\$	SDN	
SIGNATURE	(COMPTROLLER		DATE

TAD TRAVEL PROGRAM AUTHORIZED - PART III

SIGNATURE (CHIEF OF STAFF/DEPUTY/CENTER COMMANDING OFFICER)	DATE
---	------

PRIVACY ACT STATEMENT: THIS STATEMENT IS IN COMPLIANCE WITH THE PROVISIONS OF THE Privacy Act of 1974 (P.L.93-579) which requires Federal agencies to inform individuals, who are requested to furnish information about themselves, as to the following facts: (1) Authority: Title 10 USC & 37 USC. (2) Principal purpose: to process Temporary Additional Duty (TAD) orders, obtain advance per diem and/or transportation. (3) To provide REDCOM 13 and PSD with the name, SSN, and travel information needed to issue TAD orders. (4) Mandatory or voluntary disclosure: Voluntary: TAD orders cannot be issued without requested information.